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Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Logistics

DATE: 24 March 1955

FROM : Chief, Real Estate & Construction Division

SUBJECT: Weekly Activity Report

1. Items of Special Interest:

a. DCI Move from Admin. Bldg. to South Bldg.:

- (1) Carpenters working until 9:00 p.m. in DCI and DDCI suites in order to meet completion schedule. Painting of IG's office to be accomplished this week.
- (2) Air conditioning unit has been installed in IAC Conference Room. Installation of duct work and exhaust fan delayed until completion of suspended ceiling. Carpentry work will be delayed until completion of work in DCI and DDCI suites.
- (3) Memo from D/Security indicates approval of moving GPO proofreaders to Rm. 7, Admin. on a temporary basis. It also stated that necessary security precautions relative to the use of the newly constructed tunnel will be worked out with representatives of GPO State Service Office.
- (4) Work in Building and Security Reception areas is nearing completion and they should be ready for occupancy next week.

25X1A

Dispatch received suggesting return of construction engineer via Europe at completion of this project. Due to other work scheduled and lack of available personnel for replacement this office is considering requesting him to remain until Oct. or Nov. 1955. Personnel presently in process will be available for assignment at that time.

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(2) Commo:

The changes for the Transmitter Site were received from OC, but due to incompleteness of details they could not be forwarded to [REDACTED] OC/E was informed and is in the process of providing additional information. These changes will require the A&E to develop new plans and result in added costs. This is the third major change made by OC in their requirements for this Facility.

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c. Construction of TSS [REDACTED]

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Drawings approved and signed [REDACTED] Set will be given to this office today. Project is scheduled for advertising about 1 April as planned.

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2. General:

Regulation covering the functions of the Space Maintenance & Facilities Branch is 15% complete.

3. Projects and Studies in Process:

a. Construction and Utilities:

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(1) [REDACTED]

(a) Record Center Bldg.: Records are presently being moved into the first floor of this building. The move started on 21 March as scheduled.

(b) Emergency Reproduction Facilities: Estimates and preliminary plans were completed and forwarded.

25X1A

(c) Air Condition for [REDACTED]: Plans and specifications are being prepared in accordance with approved project.

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(2) [REDACTED]

(a) [REDACTED] repairs: Bids were received, reviewed and recommendation made for award to low bidder. Contractual papers were sent to [REDACTED] for execution.

25X1C

(b) Painting Contract: Bids were received, reviewed, and recommendation made for award to low bidder. Contractual papers were prepared and sent to [REDACTED] for execution.

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25X1C

STATSPEC

office has sent a letter to this office regarding the water condition.

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(4)

Lists of equipment and materials to be purchased in ZI is being prepared. It is planned to initiate procurement on 1 April.

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25X1C

The Comptroller was requested to discuss this matter of obligation of funds with [REDACTED]. He said he would upon receipt of a request from D/OL. This request has been prepared and forwarded to D/OL for signature. This requests includes a preliminary estimate of cost based on requirements submitted by Planning Staff to this Div. It also requests that BOB approval be obtained dependent on results of discussions with [REDACTED]

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- (16) Renewal of Lease for [REDACTED]

Lessor is agreeable to lease subject premises for one additional year. Option to renew in new lease is still questionable. New lease being prepared with option to renew for 5 years,

- (17) Contract for Electric Service, [REDACTED]

STATSPEC

25X1A

[REDACTED] replied to Agency proposal to pay connection charges for installation of certain equipment and Company assumed all liabilities. Matter being given further study.

- (18) Letters re Location of new CIA Headquarters:-

Thirteen replies were made to letters addressed to the Agency requesting consideration of various areas in the selection of the subject site.

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3C - Space, Maintenance and Facilities

a. Utility Wiring and Air Conditioning Contract:

All phases of this contract is completed and final inspection is scheduled in the near future.

25X1A

b. FI, [REDACTED] - Air Conditioning, Building [REDACTED] 25X1A

Satisfactory progress is being made on the installation of air conditioning units and tower; operational test was conducted this date. Completion is expected before 31 March 1955.

c. Allocation of Air Conditioning Units - DDI - South Building:

In accordance with arrangements between Messrs. [REDACTED] 25X1A
a formal memorandum is being prepared outlining plans for reallocation of air conditioning for ONE. A number of units within South and Administration Building will be suggested for relocation.

d. Request of DD/P for Additional Space:

Final study relative to this problem was prepared and forwarded 18 March 1955.

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e. [REDACTED]

Project is approximately 74% complete. Erection of brick vault walls completed 22 March 1955. Installation of transformer, bus frame work and wiring is expected to start 24 March 1955.

f. Telephone Survey:

Physical surveys were conducted throughout the DDP/IO, FI and RI areas during this report period. Memorandum containing the recommendations of the survey team have been forwarded to those offices. The Telephone Section is presently engaged in the preparation of the April 1955 edition of the Agency Telephone Directory. Revised classified, functional and current government dial code directories will be delivered to the OL/P&R Division on 24 March 1955.

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3C - Space, Maintenance and Facilities

g. Moves:

Completed during past week:

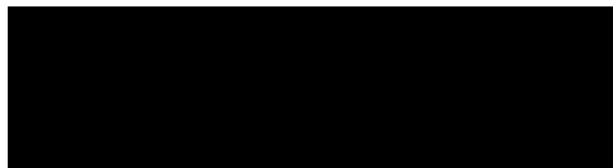
ORR (partial) within Tempo Que, 21 March
OCD (partial) within Tempo M, 17 March
MIS from [REDACTED] started 21 March
DDP/FE (partial) within Tempo J, 23 March
ORR (partial) within Tempo Que, 24 March

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Tentative for coming week:

ORR (partial) within Tempo Que, 25 March
OSI (partial) within Barton Hall, 28 March

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Real Estate and Construction Division

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